July 6, 2004

Employees' Manual
Title 9
Chapter I Appendix

CASE CLOSURE
APPENDIX

Iowa
Department
of
Human Services

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470-0201, Notice of Termination of Child Support Services

Purpose

Use form 470-0201, *Notice of Termination of Child Support Services*, to notify the recipient of services of the Unit's intent to close its IV-D case. The form allows the person 60 days to respond with any information that might keep the case open, if appropriate.

Source

Enter one of the following valid closure codes in the REASON field on the CASE screen to generate this form:

CITZ	CONT	COOP	COOP1
COOP2	DECD	DISA	EXCL
INST	NCIN	NOID	NSOR2

You can also generate this form from the FORMVIEW screen.

Completion

Complete this form when the case meets the criteria for one of the closure codes above.

Distribution

ICAR automatically enters some of the data into this form. You must enter the rest of the data. Mail this form to the recipient of services by first-class mail. Place a copy of the form in the case file or image the document in case of appeal by the recipient of services.

Data

ICAR enters the following information:

- Worker ID number
- Name and address of the recipient of services
- Current date in the MM/DD/CCYY format
- ICAR case number
- Initiating state's case number (not currently used)
- Obligor's name
- Effective date in the MM/DD/CCYY format
- Worker name, telephone number, and address
- A paragraph explaining which federal criteria the case meets to allow closure

You enter information only when closing the case for noncooperation (closure code "COOP"). You must enter the actions the Unit requires the recipient to take to allow the Unit to take the next required step in providing services.

470/0201, Notice of Termination of Child Support

Purpose	ICAR generates form 470/0201, *Notice of Termination of Child Support*, to notify the recipient of services of the Unit's intent to close its IV-D case during automated case closure. The form allows the person 60 days to respond with any information that might keep the case open, if appropriate.
Source	ICAR enters "AGEL," "DECDA," "LOCA," "LOCA1," "NSOR," or "NSOR1" in the reason field on the CASE screen to generate this form. ICAR generates this form overnight through a batch process.
Completion	ICAR completes this form when a case meets the criteria for one of the closure codes above.
Distribution	The Department's mailing service forwards one copy of this form to the local office for you to send to the recipient of services by first-class mail. Make a copy of the form and place it in the case file or image the document in case of appeal by the recipient of services.
Data	ICAR enters the following information: ♦ Worker ID ♦ Current date in the MM/DD/CCYY format ♦ Name and address of the recipient of services ♦ ICAR case number ♦ Initiating state's case number (completed only for closure reason "DECDA" when another state is the addressee) ♦ Effective date in the MM/DD/CCYY format ♦ Obligor's name ♦ A paragraph explaining which federal criteria the case meets to allow closure ♦ Worker name, telephone number, and address

470-3199, Request for New Information

Purpose	Use form 470-3199, *Request for New Information*, to obtain information from the obligee to help locate an obligor or alleged father, or to establish or enforce an order against the obligor or alleged father.
Source	ICAR automatically generates this form in January each year. You can also enter a "Y" in the SEND PAYEE LTR: field on the LOCATE screen to generate this form.
Completion	Complete this form when you need to get updated information from the obligee about the obligor or alleged father.
Distribution	ICAR automatically enters some of the data into this form and the obligee completes the remainder. Mail this form to the obligee by first-class mail.
Data	ICAR enters the following information: ♦ Obligee's name and address ♦ Current date in MM/DD/CCYY format ♦ ICAR case number ♦ Obligor or alleged father's name ♦ Worker name, ID, and address

470-3210, Notice of Balance Below $50

Purpose	Use form 470-3210, *Notice of Balance Below $50*, to notify the obligor of the small amount of debt owed on a particular case.
Source	ICAR generates this form through a monthly batch program.
Completion	ICAR generates this form when the obligation end date is in the same month or earlier as the date the program runs, and the balance is below $50.
Distribution	ICAR mails this form to the obligor by first-class mail.
Data	ICAR enters the following information: ♦ Current date in the MM/DD/CCYY format ♦ ICAR case number ♦ Worker ID ♦ Obligor's name and address ♦ Balance due ♦ Worker name, title, address, and telephone number

470-4077, Deceased Obligor Notice of Money in Hold

Purpose	Use form 470-4077, *Deceased Obligor Notice of Money in Hold*, to tell the executor or attorney for an obligor's estate or the obligor's possible heirs about money in hold owed to the obligor.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when the Unit is holding money owed to a deceased obligor.
Distribution	Mail this form by first-class mail to the executor or attorney of the obligor's estate. If you cannot find the executor or attorney of the estate, do the following: ♦ Mail one copy of the form to the obligor's last known address. Address the form to the "Estate of *obligor's name*." ♦ Also mail a copy of the form to each possible heir you locate. Place a copy of the form in the case file or image the document. See the location process for instructions on locating the estate or possible heirs.
Data	You must complete the following information: ♦ Current date. ♦ The name and address of the person to whom you are sending the letter. ♦ The obligor's name and gender. ♦ ICAR case number. ♦ Whether you want to include general or attorney-specific contact language. (Select attorney-specific language if your office's attorney requests it. Include your office attorney's phone number.) ♦ Your name, title, and address.

470-4078, Deceased Obligee Notice of Money in Hold

Purpose	Use form 470-4078, *Deceased Obligee Notice of Money in Hold*, to tell the executor or attorney for an obligee's estate or the obligee's possible heirs about money in hold owed to the obligee.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when the Unit is holding money owed to a deceased obligee.
Distribution	Mail this form by first-class mail to the executor or attorney of the obligee's estate. If you cannot find the executor or attorney of the estate, do the following: ♦ Mail one copy of the form addressed to the obligee's last known address. Address the form to the "Estate of *obligee's name*." ♦ Also mail a copy of the form to each possible heir you locate. Place a copy of the form in the case file or image the document. See the location process for instructions on locating the estate or possible heirs.
Data	You must complete the following information: ♦ The current date. ♦ The name and address of person to whom you are sending the letter. ♦ The obligee's name and gender. ♦ ICAR case number. ♦ Whether you want to include general or attorney-specific contact language. (Select attorney-specific language if your office's attorney requests it. Include your office attorney's phone number.) ♦ Your name, title, and address.

470-4079, Request for Caretaker Information

Purpose	Use form 470-4079, *Request for Caretaker Information*, to ask for information about the current caretaker for any minor children of a deceased obligee.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when an obligee is deceased, the obligee's case has an ongoing obligation, and you have not identified the children's current caretaker.
Distribution	Mail this form by first-class mail to: ♦ The obligee's last known address, or ♦ A person you believe may have information about the children's current caretaker. When you send the form to the obligee's last known address, include a copy of form 470-0188, *Application for Nonassistance Support Services*. See **9-H-Appendix**. Place a copy of the form in the case file or image the document.
Data	You must complete the following information: ♦ Current date in the MM/DD/CCYY format. ♦ The name and address of the person to whom you are sending the letter. ♦ ICAR case number. ♦ The obligee's name. ♦ The names of any minor children on the case. ♦ Whether you are sending the letter to the obligee's last known address. ♦ Your name, title, and address.

Report S479H012-A, Archived Case Report

Purpose

Report S479H012-A, *Archived Case Report*, lists information on closed cases archived to the Archived Case History File.

Source

Enter a "Y" in the REQUEST REPORT field on the CASEHIST screen to request a copy of this report.

Completion

Request this report when you need to:

- Rebuild a case.
- Inquire on an old case.
- Provide a payment record to a former case participant or other authorized individual.

Distribution

ICAR prints this report at night to the local printer of the requesting worker.

Data

The following list contains field descriptions for the *Archived Case History Report*. Each field description explains where ICAR displayed the information before moving the case to the Case History Archive File. Unless otherwise noted in these descriptions, this report displays a blank in these fields to indicate unknown information.

The report displays the following information on each page.

- **ICAR CASE NUMBER**: The ICAR case number.
- **WORKER ID**: The ID of the worker who requested the report.
- **WORKER NAME**: The name of the worker who requested the report.
- **LOCATION**: The office of the worker who requested the report.

I. CASE DATA This section displays general case information.

- **OPEN DATE**: The date the case opened as displayed in the CASE OPEN DATE field on the CASE screen.

- **CLOSED DATE**: The date the case closed as displayed in the CASE CLOSED DATE field on the CASE screen.
- **REDIRECTION FLAG**: One of the following redirection indicators as displayed in the REDIRECTION field on the CASE screen:

  Y Payments redirected to the clerk of courts.
  N Payments not redirected to the clerk of courts.

- **IABC NUMBER**: The Automated Benefit Calculation system's case number as displayed in the IABC CASE NUMBER field on the CASE screen.
- **STATUS**: The status of the case as displayed in the STATUS field on the CASE screen. This field always displays a "C."
- **IMAGED FLAG**: One of the following image file codes as displayed in the IMAGED? field on the NARRCASE screen:

  Y The case is completely imaged.
  P The case is partially imaged.
  N The case is not imaged.
  E The EPICS documents for the case are imaged.
  B The back filing for imaging of the case is completed.
  W The back filing for imaging of the case is not completed.

- **WTW**: This field displays "Y" if the obligor is a participant in the Welfare to Work (WTW) project as displayed in one of four user fields next to the obligor's name on the NARRCASE screen.
- **WTW DATE**: The date the obligor started the WTW project as displayed in the WTW DATE field on the PAYOR2 screen.
- **POPP**: This field displays a "Y" if the obligor participated in the Parental Obligation Pilot Project (POPP) as displayed in one of four user fields next to the obligor's name on the NARRCASE screen.
- **POPP DATE**: The date the obligor participated in the POPP as displayed in the POPP DATE field on the PAYOR2 screen.

II. PERSON DATA This section displays general case participant information.

- **CASE ROLE**: This field displays at least two of the following case role titles: PAYOR, ALLEGED FATHER, PAYEE, CHILD.
- **NAME (LFMS)**: Each case participant's name as displayed on the PAYOR, PAYEE, CHILD and LOCATE screens. The name appears in the order of last name, first name, middle name, and suffix.
- **BIRTHDATE**: Each case participant's date of birth as displayed in the BIRTHDATE or DATE OF BIRTH fields on the PAYEE, PAYOR, CHILD, and LOCATE screens.
- **SEX**: Each case participant's gender as displayed in the SEX field on the PAYEE, PAYOR, CHILD, and LOCATE screens. Valid entries include:

  M The participant is male.
  F The participant is female.

- **DATE OF DEATH**: The date of death of the obligor, alleged father, and obligee as displayed in the DATE OF DEATH fields on the PAYEE, PAYOR, and LOCATE screens.
- **SSN/S(LOCATE MULTIPLES)**: The social security number (SSN) of the obligor, alleged father, and obligee as displayed in the SSN field on the PAYEE, PAYOR, and LOCATE screens.
- **STATE ID**: The state ID number of the obligee and children as displayed in the STATE ID field on the PAYEE and CHILD screens.
- **CARETAKER**: This field displays a "Y" if the obligee on the case is the caretaker of the child as displayed in the CARETAKER? field on the PAYEE screen.
- **SSN**: The social security number (SSN) for the child or children as displayed in the SSN field on the CHILD screen.

- **OUT OF WED**: This field displays one of the following codes to indicate if the child was born out of wedlock as displayed in the BORN OUT OF WEDLOCK field on the CHILD screen:

  Y The child was born out of wedlock.
  N The child was not born out of wedlock.
  X The obligor on the case is the mother so paternity is not at issue.

- **PAT EST**: This field displays one of the following codes to indicate if paternity was established for the child as displayed in the PATERNITY ESTABLISHED field on the CHILD screen:

  Y The child was born out of wedlock.
  N The child was not born out of wedlock.
  X The obligor on the case is the mother so paternity is not at issue.

- **HOW**: This field displays one of the following codes to indicate how paternity was established as displayed in the HOW field on a participant's CHILD screen:

  AD Adoption
  AO Administrative order
  CO Court order
  JR Judicial review from administrative process
  MA Marriage
  MC Child's parents were married at the time of conception
  MO Obligor is the mother of the child
  OC Open court
  OS Out of state
  OT Other
  PA Paternity affidavit
  PI Out-of-state paternity affidavit
  PO Court order obtained through a private action
  PS Out-of-state through a private action

- **PATAFF DOC NO**: The paternity affidavit docket number as displayed in the DOCKET NUMBER field on the PATAFF1 screen.

- **MEN DIS**: This column displays a "Y" if the child has a mental disability as displayed in the DISABILITY field on the CHILD screen.
- **LIVES W/PE**: This column displays a "Y" or "N" to indicate if the child lives with the obligee as displayed in the CHILD RESIDES WITH PAYEE field on the CHILD screen:

  Y The child lives with the obligee.
  N The child does not live with the obligee.
- **CT**: This field displays a "Y" or "N" to indicate if the child lives with a caretaker as displayed in the CT? field on the CHILD screen:

  Y The child lives with a caretaker.
  N The child does not live with a caretaker.

III. COURT ORDER DATA This section displays information related to court orders on the case.

- **COURT ORDER NUMBER**: The court order number of the court orders as displayed on in the C. O. NUMBER field on the OBLIGHST screen.
- **ORDER DATE**: The filed date of the court order.
- **TYPE**: One of the following court order codes as displayed in the TYPE field on the COURTORD screen:

  AF Administrative foster care order
  AM Administrative modification order
  AO Administrative order
  AP Administrative paternity order
  DM Divorce, dissolution of marriage, or temporary order
  JM Judicial review of administrative modification order
  JO Juvenile order
  JP Judicial review of administrative paternity order
  JR Judicial review of administrative support order
  ON No order (paternity is not an issue)
  OP No order (paternity is an issue)
  RO Registered Out of state order
  UN URESA order (non-paternity)
  UP URESA order or IA Code 600B (paternity)

- **C.O. CO FIPS**: The county FIPS code for the county in which the court order originated as displayed in the C.O. CO FIPS field on the COURTORD screen.

- **CO CNTY**: One of the following court order county codes as displayed in the COUNTY NUMBER field on the COURTORD screen:

01: Adair County
02: Adams County
03: Allamakee County
04: Appanoose County
05: Audubon County
06: Benton County
07: Black Hawk County
08: Boone County
09: Bremer County
10: Buchanan County
11: Buena Vista County
12: Butler County
13: Calhoun County
14: Carroll County
15: Cass County
16: Cedar County
17: Cerro Gordo County
18: Cherokee County
19: Chickasaw County
20: Clarke County
21: Clay County
22: Clayton County
23: Clinton County
24: Crawford County
25: Dallas County
26: Davis County
27: Decatur County
28: Delaware County
29: Des Moines County
30: Dickinson County
31: Dubuque County
32: Emmet County
33: Fayette County
34: Floyd County
35: Franklin County
36: Fremont County
37: Greene County
38: Grundy County
39: Guthrie County
40: Hamilton County
41: Hancock County
42: Hardin County
43: Harrison County
44: Henry County
45: Howard County
46: Humboldt County
47: Ida County
48: Iowa County
49: Jackson County
50: Jasper County
51: Jefferson County
52: Johnson County
53: Jones County
54: Keokuk County
55: Kossuth County
56: Lee County
57: Linn County
58: Louisa County
59: Lucas County
60: Lyon County

61: Madison County
62: Mahaska County
63: Marion County
64: Marshall County
65: Mills County
66: Mitchell County
67: Monona County
68: Monroe County
69: Montgomery County
70: Muscatine County
71: O'Brien County
72: Osceola County
73: Page County
74: Palo Alto County
75: Plymouth County
76: Pocahontas County
77: Polk County
78: Pottawattamie County
79: Poweshiek County
80: Ringgold County
81: Sac County
82: Scott County
83: Shelby County
84: Sioux County
85: Story County
86: Tama County
87: Taylor County
88: Union County
89: Van Buren County
90: Wapello County
91: Warren County
92: Washington County
93: Wayne County
94: Webster County
95: Winnebago County
96: Winneshiek County
97: Woodbury County
98: Worth County
99: Wright County

- **FIPS C.O. REGISTERED IN**: The county FIPS code for up to five counties in which the court order was previously registered as displayed in the C.O. REGISTERED IN field on the COURTORD screen.
- **LAST FULL REVIEW**: The date of the court order's last full review as displayed in the LAST FULL REVIEW DATE: field on the COURTORD2 screen.
- **RESULTS**: One of the following review results codes as indicated by a "Y" in the corresponding RESULTS field on the COURTOR2 screen:

NC?	No change in the support amount.
INC?	Increase in the support amount.
DEC?	Decrease in the support amount.
ADD HI?	Health insurance added.
ADD MS?	Medical support amount added.

- **ICIS CO#**: The Iowa Court Information System (ICIS) 17-digit court order number as displayed in the ICIS C.O. field on the COURTORD screen.
- **PETITIONER**: The name of the petitioner as displayed in the PETITIONER field on the COURTORD screen.
- **RESPONDENT**: The name of the respondent as displayed in the RESPONDENT field on the COURTORD screen.

IV. OBLIGATION DATA This section contains obligation history and obligation suspension information.

- **OBLIGATION HISTORY**: This subsection of the report displays obligation history information. If the case has no obligation data, the report displays the following message: "** NO OBLIGATION INFORMATION FOUND."
- **OBL TYPE**: One of the following obligation type codes as displayed in the in the OBLIG TYPE column on the OBLIGHST screen:

  CA Alimony
  CS Child support
  HO Health insurance only
  HP House payment
  IP House insurance premium
  MS Medical support
  MR Medical Reimbursement
  PO Paternity establishment only
  RE Reimbursement
  VO Voluntary payment
  ZZ Used only for RE error when money applied

- **C.O. TYPE**: One of the following court order type codes as displayed on the OBLIGHST screen:

  AF Administrative foster care order
  AM Administrative modification order
  AO Administrative order
  AP Administrative paternity order
  DM Divorce, dissolution of marriage, or temporary order
  JM Judicial review of administrative modification order
  JO Juvenile order
  JP Judicial review of administrative paternity order
  JR Judicial review of administrative support order
  ON No order (paternity is not an issue)
  OP No order (paternity is an issue)
  RO Registered out of state order
  UN URESA order (non-paternity)
  UP URESA Order or IA Code 600B (paternity)

- **FREQ**: One of the following payment frequency codes as displayed in the FREQ column on the OBLIGHST screen on ICAR:

  A Annual
  BM Bi-monthly
  BW Bi-weekly
  M Monthly
  Q Quarterly
  SA Semi-annual
  SM Semi-monthly
  SP Single payment
  W Weekly

- **AMOUNT**: The amount of the obligation as displayed in the AMOUNT column on the OBLIGHST screen.

- **EFFECTIVE DATE**: The effective date of the obligation as displayed in the EFFECTIVE DATE column on the OBLIGHST screen.

- **END DATE**: The end date of the obligation as displayed in the END DATE column on the OBLIGHST screen.

- **C.O. NUMBER**: The court order number as displayed in the C.O. NUMBER column on the OBLIGHST screen.
- **COURT ACTION**: One of the following court action codes as displayed in the COURT ACTION column on the OBLIGHST screen:

  T01 Temporary order.
  D01 The order is a decree (support order).
  M01 The order is a modification.
  C01 The order was obtained by the Child Support Recovery Unit.

- **COLA ADJ**: One of the following cost of living adjustment indicators as displayed in the COLA ADJUST column on the OBLIGHST screen:

  Y A cost of living adjustment was ordered on the case.
  S The ordered cost of living adjustment on the case was suspended.

- **TOTAL RE AMT**: The total amount of each RE obligation as displayed in the AMT DUE field on the OBLIG screen.
- **DEV**: One of the following deviation indicators as displayed in the DEV column on the DEVIATION HISTORY screen:

  Y Deviation from the obligation.
  N No deviation from the obligation.

- **DEV BY**: One of the following deviation requester codes as displayed in the BY field on the OBLIGADJ screen:

  1 Iowa Court
  2 CSRU
  3 Out-of-state court
  4 Out-of-state IV-D Agency

- **DEV REASON**: One of the following deviation reason codes as displayed in the REASON field on the OBLIGADJ screen:

  1 The obligor is unemployed or underemployed.
  2 The obligee is unemployed or underemployed.
  3 The obligor has excessive health care costs.
  4 The obligee has excessive health care costs.
  5 The obligor has multiple families in addition to QADD.

6 The obligee has multiple families in addition to QADD.
7 The obligor is making a house payment.
8 The obligee is making a house payment.
9 The obligor is paying off a large debts.
10 The obligee is paying off a large debts.
11 The other expenses considered for obligor.
12 The other expenses considered for obligee.
13 The obligor is enrolled in school.
14 The obligee is enrolled in school.
15 The obligor is or was in prison or halfway house.
16 The obligee is or was in prison or halfway house.
17 Stipulated by both parties.
18 SSD received by obligor.
19 SSD received by obligee and/or child.
20 The obligor is on public assistance.
21 The obligee is on public assistance.
22 The obligor's health insurance premium is excessive.
23 The obligee's health insurance premium is excessive.
24 Protracted litigation.
25 Out-of-state order uses higher or lower amounts.
26 Hardship to obligor (unspecified).
27 The obligor is a minor and amount set by law.
28 Unknown, worker unable to identify why court deviated.
50 FCRU: Permanency (valid before 7/1/99 only).
51 FCRU: Hardship (valid before 7/1/99 only).
52 FCRU: Seeks lower CS liability (valid before 7/1/99 only).
53 FCRU: Limited to MR cap.
54 FCRU: Assessing up to cost of care.
55 FC: Standard 30% deviation.
56 FCRU obligor has additional dependents.
70 Based on FIP expended (no reconciliation).
71 Based on FIP expended (reconciliation).
99 Other.

- **PERIODS OF SUSPENSION**: This subsection of the report displays suspense information. If the case has no suspense data, the report displays the following message: "** NO SUSPENSE INFORMATION FOUND."

- **CHILD FNAME**: The first name of the child (or children) for whom a suspension of the obligation was entered as displayed in the NAME (LFMS) field on the CHILD screen.
- **C.O. NUMBER**: The court order number as displayed in the COURT ORDER field on the SUSPENSE screen.
- **OBLIG AMOUNT**: The obligation amount as displayed in the OBLIGATION AMOUNT field on the OBLIG screen.
- **OBLIG TYPE**: One of the following obligation type codes as displayed in OBLIGATION TYPE field on the SUSPENSE screen:

  CA Alimony
  CS Child support
  HO Health insurance only
  HP House payment
  IP House insurance premium
  MS Medical support
  MR Medical reimbursement
  PO Paternity establishment only
  RE Reimbursement
  VO Voluntary payment
  ZZ Used only for RE error when money applied

- **OBLIGATION START**: The date the obligation started as displayed in the OBLIGATION START column on the SUSPENSE screen.
- **OBLIGATION END**: The date the obligation ended as displayed in the OBLIGATION END column on the SUSPENSE screen.
- **SUSPEND DATE FROM**: The date of the obligation's suspension as displayed in the SUSPEND FROM column on the SUSPENSE screen.
- **SUSPEND DATE TO**: The suspension end date as displayed in the SUSPEND TO column on the SUSPENSE screen.
- **SUSPEND AMOUNT**: The total amount of the suspension as displayed in the SUSP. AMT. column on the SUSPENSE screen.

V. DISTRIBUTION DATA This section displays distribution information.

- **CASE PAYMENT HISTORY**: This subsection of the report displays payment information. If the case has no payment data, the report displays the following message: "** NO PAYMENT INFORMATION FOUND."
- **RECEIPT CREDITED**: The date CSC credited the payment to the account as displayed in the RECEIPT CREDITED column on the PAYHIST screen.
- **CSC RECEIVED**: The date CSC received the payment as displayed in the CSC RECEIVED column on the PAYHIST screen.
- **RECEIPT AMOUNT**: The amount of the payment received by the CSC as displayed in the RECEIPT AMOUNT column on the PAYHIST screen.
- **AMOUNT APPLIED**: The amount of the payment applied to the case as displayed in the AMOUNT APPLIED column on the PAYHIST screen.
- **---PAID TO---**: The account types to which ICAR credited the payment as displayed in the ---PAID TO--- column on the PAYHIST screen.
- **DISTR DATE**: The date CSC distributed the payment to the obligee as displayed in the DISTR DATE column on the PAYHIST screen.
- **FND SRC**: One of the following method of payment codes as displayed in the FND SRC column on the PAYHIST screen.

  ADJ Adjustment
  ATM Automatic teller machine
  BAL Balance owed to an account type
  BND Bond
  BRI Bank returned item
  BRR Bank returned item recoupment
  CLK Redirection
  COC Clerk of court payments distribute the same as regular payments

CRP Credit for payments distribute the same as clerk of court payments
DOP Debtor offset payment
EFT Electronic funds transfer
FAO Federal administrative offset
FED Federal tax refund offset
FEE Interstate fee
LVY Administrative levy
MIW Income withholding
MOD Modification of judgment
NSF Non-sufficient funds
NSR Non-sufficient funds recoupment
OFT Other state's federal tax refund offset
OPY Other state's payment
OST Other state's state tax refund
OTH Other
PRS Payments received by state
REG Regular cash remittance
SAT Satisfaction of judgment
STT State tax refund
TIF Tax intercept fee
UIB Unemployment insurance benefit
VCP CAR payment
VOL Voluntary payment
VRP Voluntary credit for payment
VRT Voluntary regular transfer

- **RC**: The return code for a returned payment as displayed in the RC column on the PAYHIST screen.

- **WARRANT NUMBER**: The state-assigned warrant number as displayed in the WARRANT NUMBER column on the WARRANT INFORMATION/COUPON ALLOCATION screen. The report only lists the warrant number for refunds. Access this screen by selecting a payment on the PAYREC screen and pressing the ENTER key.

- **CLAIM NUMBER**: The state assigned claim number as displayed in the CLAIM NUMBER column on the WARRANT INFORMATION/COUPON ALLOCATION screen. Access this screen by selecting a payment from the PAYREC screen and pressing the ENTER key.
- **CERTIFIED PAYMENT RECORD**: This subsection of the report displays payment record information. If the case has no payment record data, the report displays the following message: "** NO OBLIGATION INFORMATION FOUND."
- **PAYOR NAME**: The name of the obligor on the case as displayed in the NAME (L,F,M,S) field on a participant's PAYOR screen.
- **PAYEE NAME**: The name of the obligee on the case as displayed in the NAME (L,F,M,S) field on the PAYREC screen.
- **COURT-ORDER #**: The court order's number as displayed in the COURT ORDER # field on the PAYREC screen.
- **COUNTY NAME**: The county that filed the court order as displayed in the COUNTY NAME field on the PAYREC screen.
- **RECIEPT CREDITED**: The date CSC credited the payment to the account as displayed in the RECEIPT CREDITED column on the PAYREC screen.
- **CSC RECEIVED**: The date CSC received the payment as displayed in the CSC RECEIVED column on the PAYREC screen.
- **PAYMENT AMOUNT**: The amount of the payment received by the CSC as displayed in the RECEIPT AMOUNT column on the PAYREC screen.
- **TYPE OF PAYMENT**: One of the following methods of payment:

  Adjustment
  Automatic teller machine
  Balance owed to an account type
  Bond
  Bank returned item

Bank returned item recoupment
Redirection
Clerk of court payments distribute the same as regular payments
Credit for payments distribute the same as clerk of court payments
Debtor offset payment
Electronic funds transfer
Federal administrative offset
Federal tax refund offset
Interstate fee
Administrative levy
Income withholding
Modification of judgment
Non-sufficient funds
Non-sufficient funds recoupment
OFT - Other state's federal tax refund offset
Other state's payment
Other state's state tax refund
Other
Payments received by state
Regular cash remittance
Satisfaction of judgment
State tax refund
Tax intercept fee
Unemployment insurance benefit
CAR payment
Voluntary payment
Voluntary credit for payment
Voluntary regular transfer

- **DISTR DATE**: The date CSC distributed the payment to the obligee as displayed in the DISTR DATE column on the PAYREC screen.
- **BATCH DATE**: The date CSC entered the payment on ICAR as displayed in the DISTR DATE column on the PAYREC screen on ICAR.
- **SQNO**: The sequence number corresponding with the type of payment as displayed in the SQNO column on the PAYREC screen.

- **RECEIPT NBR**: The receipt number assigned to a specific receipt of payment as displayed in the RECEIPT NBR column on the PAYREC screen.

- **ACCOUNT TYPE/UPPA BALANCES**: This subsection of the report displays balance and unpaid past public assistance (UPPA) information. If the case has no balance or UPPA data, the report displays the following message: "** NO ACCTBAL INFORMATION FOUND."

- **ACCT TYPE**: One of the following account type codes as displayed in the ACCT TYPE column on the BALANCE screen:

  10 Foster care
  11 FIP
  12 Non-public assistance
  13 FIP/foster care
  14 Interstate/FIP
  15 Interstate/non-public assistance
  16 Interstate/foster care
  17 Non IV-D Medicaid-only
  19 Interstate/Medicaid-only
  40 Foster care (medical only)
  41 FIP (medical only)
  42 Non-public assistance (medical only)
  43 FIP/foster care (medical only)
  44 Interstate/FIP (medical only)
  45 Interstate/non-public assistance (medical only)
  46 Interstate/foster care state (medical only)
  47 Non-IV-D (medical only)
  48 Medicaid only (medical only)
  49 Interstate Medicaid only (medical only)

- **AMOUNT DUE**: The total amount due for a balance's account type as displayed in the AMT DUE field on the BALANCE screen.

- **PAID ON PAYHIST**: The total amount paid on a balance's account type as displayed in the PAID ON PAYHIST column on the BALANCE screen.

- **COUPON BALANCE**: The balance of the coupon as displayed in the COUPON BALANCE column on the BALANCE screen.
- **PA TYPE**: "FIP" and "ASN" to indicate the case has FIP payments as displayed in the CALC TYPE column on the UPPA BALANCES screen.
- **PA ISSUED**: The amount of public assistance paid out to a certain public assistance account type on all of the obligees cases as displayed in the TOTALS column on the UPPA BALANCES screen.
- **PA RECPTS ON PAYHIST**: The amount of public assistance receipts from the PAYHIST screen of all of the obligee's cases as displayed in the PA RECPTS PN PAYHIST column on the UPPA BALANCES screen.
- **UPPA BALANCE**: The amount of UPPA on all of the obligee's cases as displayed in the UPPA BALANCE column on the UPPA BALANCES screen.
- **UPPA CALCULATED**: The last date a total UPPA calculation was calculated for this case and all of the obligee's associated cases as displayed in the UPPA/ASN CALCULATED field on the UPPA BALANCES screen.
- **OTHER CASES USED IN TOTAL UPPA CALC**: The obligee's associated cases used in the total UPPA calculation as displayed in the OTHER CASES USED IN TOTAL UPPA CALC field on the UPPA BALANCES screen.
- **TOTAL**: The AMOUNT DUE, PAID ON PAYHIST, and COUPON BALANCE totals as displayed in the TOTALS field on the BALANCE screen.
- **UPPA FIP MONTHLY DETAIL**: This subsection of the report displays FIP information. If the case has no FIP data, the report displays the following message: "** NO FIPS INFORMATION FOUND."
- **PAYEE NAME**: The name of the obligee on the case as displayed in the PAYEE NAME field on a participant's UPPA FIP MONTHLY DETAIL screen.

- **MO/YEAR**: The date of the public assistance payment as displayed in the MO/YEAR column on a participant's UPPA FIP MONTHLY DETAIL screen.
- **FIP PAID**: The amount of the public assistance payment as displayed in the FIP PAID column on a participant's UPPA FIP MONTHLY DETAIL screen.
- **FIP RCPTS ON PAYHIST**: The amount of FIP receipts from the PAYHIST screen of all of the obligee's cases as displayed in the FIP RCPTS ON PAYHIST column on a participant's UPPA FIP MONTHLY DETAIL screen.
- **ARREARAGE AMOUNT**: The amount of payments on arrearages that the UPPA program processed in the month as displayed in the ARREARAGE AMOUNT field on the UPPA FIP MONTHLY DETAIL screen.
- **UPPA MONTHLY BALANCE**: The amount of unpaid public assistance remaining on the case for a month as displayed in the UPPA MONTHLY BALANCE column on a participant's UPPA FIP MONTHLY DETAIL screen.
- **UPPA FCM MONTHLY DETAIL**: This subsection of the report displays foster care maintenance information. If the case has no foster care maintenance data, the report displays the following message: "** NO FCM INFORMATION FOUND."
- **CHILD NAME**: The name of the child who was in foster care on the case as displayed in the CHILD NAME field on the UPPA FCM MONTHLY DETAIL screen.
- **OTHER CASES**: The child's associated cases used in the total foster care maintenance calculation as displayed in the OTHER CASES field on the UPPA FCM MONTHLY DETAIL screen.
- **TOTAL FCM ISSUED**: The amount of money paid to foster care on a case as displayed in the TOTAL FCM ISSUED column on a participant's UPPA FCM MONTHLY DETAIL screen.

- **TOTAL FCM RCPTS ON PAYHIST**: The total amount of foster care receipts showing on the payment history as displayed in the TOTAL FCM RCPTS ON PAYHIST column on a participant's UPPA FCM MONTHLY DETAIL screen.
- **TOTAL GOV'T INCOME**: The total amount of income received by the foster care caretaker as displayed in the TOTAL GOV'T INCOME field on the UPPA FMC MONTHLY DETAIL screen.
- **TOTAL UPPA BALANCE**: The total amount of UPPA as displayed in the TOTAL UPPA BALANCE field on the UPPA FCM MONTHLY DETAIL screen.
- **MO/YEAR**: The date of the foster care public assistance payment as displayed in the MO/YEAR column on the UPPA FCM MONTHLY DETAIL screen.
- **FCM PAID**: The amount of the foster care payment as displayed in the FCM PAID column on the UPPA FCM MONTHLY DETAIL screen.
- **FCM RCPTS ON PAYHIST**: The foster care receipts from the payment history of the case as displayed in the FCM RCPTS ON PAYHIST column on a participant's UPPA FCM MONTHLY DETAIL screen.
- **GOVERNMENT INCOME**: The amount of money paid to the foster care caretaker for the period of the foster care payment as displayed in the GOVERNMENT INCOME column on the UPPA FCM MONTHLY DETAIL screen.
- **ARREARAGE AMOUNT**: The public assistance arrearages accrued for the given time period as displayed in the ARREARAGE AMOUNT column on the UPPA FCM MONTHLY DETAIL screen.
- **UPPA MONTHLY BALANCE**: The UPPA balance for the given time period as displayed in the UPPA MONTHLY BALANCE column on the UPPA FCM MONTHLY DETAIL screen.

- **NON SUPPORT DEBTS INQUIRY**: This subsection of the report displays nonsupport debt information. If the case has no nonsupport debt data, the report displays the following message: "** NO DEBT INFORMATION FOUND."
- **DEBTOR TYPE**: One of the following case role indicators as displayed in the DEBTOR TYPE field on the FINQUIRY screen:

  PE Obligee
  CH Child
  P1 Obligor
  AF Alleged father
  TP Third party

- **DATE OF DEBT**: The debts date of creation as displayed in the DATE OF DEBT column on the FINQUIRY screen.
- **DATE OF LST RCPT**: The date of the last payment against the debt as displayed in the DATE OF LST RCPT column on the FINQUIRY screen.
- **DEBT AMOUNT**: The total amount of the debt as displayed in the DEBT AMOUNT column on the FINQUIRY screen.
- **AMOUNT PAID**: The total amount of payments received for the debt as displayed in the AMOUNT PAID column on the FINQUIRY screen.
- **BALANCE DUE**: The total balance due for the debt as displayed in the BALANCE DUE column on the FINQUIRY screen.
- **DEBT CODE**: One of the following debt type codes as displayed in the DEBT CODE column on the FINQUIRY screen:

  ATY Other debt collection/attorney
  BRI Bank return item recoupment
  BTC Blood test company
  BTI Blood test
  BTS Blood test
  CCS Court costs
  CRF CRF service fee

IFC IRS full collection
IRP Recoup of incorrectly issued payment
IRS IRS adjustment
MIS Miscellaneous
MSC Other debt collection
NPA Non-public assistance fee
NSF Non-sufficient funds recoupment
PKF Parental kidnap location
RDW Redeemed warrant fee
TIF Tax offset intercept—western region

- **ACCT TYPE**: The account type under which ICAR created the debt as displayed in the ACCT TYPE column on the FINQUIRY screen.

- **FUND SOURCE**: One of the following method of payment codes as displayed in the FND SRC column on the PAYHIST screen:

ADJ Adjustment
ATM Automatic teller machine
BAL Balance owed to an account type
BND Bond
BRI Bank returned item
BRR Bank returned item recoupment
CLK Redirection
COC Clerk of court payments distribute the same as regular payments
CRP Credit for payments distribute the same as clerk of court payments
DOP Debtor offset payment
EFT Electronic funds transfer
FAO Federal administrative offset
FED Federal tax refund offset
FEE Interstate fee
LVY Administrative levy
MIW Income withholding
MOD Modification of judgment
NSF Non-sufficient funds
NSR Non-sufficient funds recoupment
OFT Other state's federal tax refund offset
OPY Other state's payment
OST Other state's state tax refund

OTH Other
PRS Payments received by state
REG Regular cash remittance
SAT Satisfaction of judgment
STT State tax refund
TIF Tax intercept fee
UIB Unemployment insurance benefit
VCP CAR payment
VOL Voluntary payment
VRP Voluntary credit for payment
VRT Voluntary regular transfer

- **FIPS CODE**: This field displays the appropriate FIP code for the payment. ICAR does not display this information.
- **NSF APPLY**: This field displays a "Y" if the debt is a result of a rejected application due to nonsufficient funds. ICAR does not display this information.

VI-A. CHILD ASSIGNMENT RECORD: This section displays child assignment information.

- **CHILD NAME**: The name of the child for whom the assignment belongs as displayed in the CHILD NAME field on the CASSIGN screen.
- **ASSIGN DATE**: The date of the assignment as displayed in the ASSIGN DATE (MM/DD/CCYY) column on the CASSIGN screen.
- **TERM DATE**: The date of termination for the assignment as displayed in the TERM DATE (MM/DD/CCYY) column on the CASSIGN screen.
- **ACCT TYPE**: The account type of the assignment as displayed in the ACCT TYPE IND column on the CASSIGN screen.

VI-B. PAYEE ASSIGNMENT RECORD: This section contains obligee assignment information.

- **ASSIGN DATE**: The date of the assignment as displayed in the ASSIGN DATE column on the ASSIGN screen.
- **TERM DATE**: The date of termination for the assignment as displayed in the TERM DATE column on the ASSIGN screen.
- **ACCT TYPE**: The account type of the assignment as displayed in the ACCT TYPE IND column on the ASSIGN screen.

VII. COMMENTS: This section displays worker-entered comment information.

- **SCREEN**: The name of the screen on which the comment was originally entered on ICAR.
- **COMMENTS**: The text of the worker entered comments. The history report pulls this information from a variety of screens.

VIII. NARRATIVES: This section contains narrative information.

- **NARR DATE**: The date ICAR or the worker issued the narrative as displayed in the DATE column on the NARRCASE screen.
- **NARR PROC**: The process code under which ICAR or the worker issued the narrative. ICAR does not display this information.
- **USER ID**: The user ID of the worker or program that issued the narrative as displayed on the NARRCASE screen.
- **NARRATIVE TEXT**: The text of the narrative as displayed in the NARRATIVE column on the NARRCASE screen.

Case Closure Report for Supervisory Review

Purpose

Supervisors and Central Office use the *Case Closure Report for Supervisory Review* to review cases that closed or were selected for closure during the previous month.

Source

ICAR generates this report by batch processing at the end of every month. ICAR selects cases with a closure code entered in the REASON field during the previous month or a date entered in the CASE CLOSED DATE field during the previous month on the CASE screen.

Note: ICAR does not select cases that converted to non-IV-D cases instead of closing when an entry was made in the REASON field.

Distribution

Staff download this report through the Excel Importer.

Data

This report contains the following information:

- **REGION**: This column shows the region number where the case is assigned.
- **OFFICE**: This column shows the office number where the case is assigned.
- **WORKER ID**: This column shows the four-character alphanumeric identifier assigned to the worker on the case.
- **CASE #**: This column contains the case number.
- **TERMINATION NOTICE DATE**: This column contains the date you or ICAR selected the case for closure.
- **TERMINATION REASON**: This column contains the closure code as displayed in the REASON field on the CASE screen.
- **CASE STATUS**: This column lists the status of the case at the time ICAR created the report. Valid entries are:

  A Active
  C Closed
  I Inactive

- **CLOSED DATE**: This column lists the date the case status changed from "A" or "I" to "C."
- **ACCOUNT TYPE**: This column lists the case account type at the time ICAR selected the case for the report. This may be different than the case account type when the closure code was entered in the REASON field.
- **FILE DATE**: This column shows the date ICAR selected the case for the report.

DECDA Closure Error Report

Purpose	Supervisors and Central Office use the *DECDA Closure Error Report* to review cases that did not close and the obligor is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases with a "Y" in the DECEASED field on the LOCATE screen.
Distribution	Staff download this report through the Excel Importer.
Data	This report contains the following information:

- **REGION:** This column shows the region number where the case is assigned.
- **OFFICE:** This column shows the office number where the case is assigned.
- **WORKER ID:** This column shows the four-character alphanumeric identifier assigned to the worker on the case.
- **CASE #:** This column contains the case number.
- **REJECTED REASON:** This column shows the reason the case was not selected for closure. Valid entries are:
  - ACTIVE AF ON CASE: There is another alleged father on the case who has not been excluded or bypassed.
  - CLOSING ASSETS: There is a "Y" in the delay closing/assets field on the LOCATE screen.
  - DEATH LESS THAN 1 YEAR: The case is certified for federal or state tax offset and the obligor has been deceased for less than one year.
  - FLAGGED BUT DATE OF DEATH MISS: There is not an entry in the date of death field on the LOCATE screen.

- HAS AN EXISTING TERM: There is an entry other than "DECDA" in the REASON field on the CASE screen.
- OPEN PROCESS EXISTS: There is an active process on the case that you or ICAR must end before the case can close.
- PAYMENTS IN HOLD: Payments still need to be distributed.
- UPDT FLAG = E: There is an "E" in the CORRECTION FLAG field on the OBLIG screen.

♦ **FILE DATE:** This column shows the date ICAR selected the case for the report.

Deceased Party Report

Purpose	Regional staff and supervisors use the *Deceased Party Report* to attempt to locate probate filings for cases where the obligor, the obligee, or the child is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases with: ♦ "Y" in the DATE OF DEATH field on the LOCATE or PAYEE2 screens, or ♦ "DEC" in the EST BY-PASS field on the CHILD2 screen.
Distribution	Staff download this report through the Excel Importer.
Data	This report contains the following information: ♦ **REGION:** This column shows the region number where the case is assigned. ♦ **DISTRICT:** This column shows the office number where the case is assigned. ♦ **WORKER ID:** This column shows the four-character alphanumeric identifier assigned to the worker on the case. ♦ **CASE NUMBER:** This column contains the case number. ♦ **CHILD NAME:** This column shows the name of the deceased child on the case. ♦ **DECEASED DATE:** This column shows the child's date of death. ♦ **PAYOR NAME:** This column shows the name of the deceased obligor on the case. ♦ **DECEASED FLAG:** This column contains a "Y" if there is an entry of "DECD" in one of the PAYOR INDICATOR fields on the NARRCASE screen or an entry of "Y" in the DECEASED field on the LOCATE screen. ♦ **DATE OF DEATH:** This column shows the obligor's date of death.

- **PAYEE NAME:** This column shows the name of the deceased obligee on the case.
- **DECEASED FLAG:** This column contains a "Y" if there is an entry of "DECD" in one of the PAYEE INDICATOR fields on the NARRCASE screen.
- **DATE OF DEATH:** This column shows the obligee's date of death.

NSOR & NSOR1 Case Closure Report

Purpose	Supervisors use the *NSOR & NSOR1 Case Closure Report* to review cases that did not close and the obligor is deceased.
Source	ICAR generates this report by batch processing at the end of every month. ICAR selects cases that cannot close under NSOR or NSOR1 because there is a condition blocking case closure.
Distribution	Staff download this report through the Excel Importer.
Data	This report contains the following information:

- **REGION:** This column shows the region number where the case is assigned.
- **OFFICE:** This column shows the office number where the case is assigned.
- **WORKER ID:** This column shows the four-character alphanumeric identifier assigned to the worker on the case.
- **CASE #:** This column contains the case number.
- **REJECTED REASON:** This column shows the reason the case was not selected for closure. Valid entries are:
  - CASE UPDATE FLAG IS AN 'E': There is an "E" in the correction flag field on the OBLIG screen.
  - PAYMENTS IN HOLD: Payments still need to be distributed.
  - REFUND PENDING: There is a refund pending approval.
  - REJECTING MONEY: Payments cannot apply to an account type.
  - SPECIAL ABSTRACT: There is a special abstract pending approval.
- **FILE DATE:** This column shows the date ICAR selected the case for the report.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 6, 2004

GENERAL LETTER NO. 9-I-AP-1

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter I, ***CASE CLOSURE APPENDIX***, Title page, new; Contents (page 1), new; pages 1 through 30, new; and the following new forms:

470-0201	*Notice of Termination of Child Support Services*
470/0201	*Notice of Termination of Child Support*
470-3199	*Request for New Information*
470-3210	*Notice of Balance Below $50*
S479H012-A	*Archived Case Report*
S479H426-1	*Case Closure Report for Supervisory Review*

Summary

This appendix includes:

- System-generated forms pertinent to closing a child support case.
- Instructions for generation and distribution of each form.
- Reports and instructions for using these reports.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 24, 2004

GENERAL LETTER NO. 9-I-AP-2

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter I, ***CASE CLOSURE APPENDIX***, Contents (page 1), revised; pages 4a, 4b, and 4c, new; and the following forms:

470-4077	*Deceased Obligor Notice of Money in Hold*, new
470-4078	*Deceased Obligee Notice of Money in Hold*, new
470-4079	*Request for Caretaker Information*, new

Summary

This letter provides three new forms:

- Forms 470-4077, *Deceased Obligor Notice of Money in Hold*, and 470-4078, *Deceased Obligee Notice of Money in Hold*, provide information about money in hold to the estate or possible heirs of deceased obligors and obligees.
- Form 470-4079, *Request for Caretaker Information*, requests information about the current caretaker for children of deceased obligees.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 9, Chapter I, Appendix, Contents (page 1), dated July 6, 2004, and destroy it.

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 12, 2004

GENERAL LETTER NO. 9-I-AP-3

ISSUED BY: Bureau of Collections
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter I, ***CASE CLOSURE APPENDIX,*** revised form:

470-3210 *Notice of Balance Below $50*, revised

Summary

This appendix is revised to update form 470-3210, *Notice of Balance Below $50*, to indicate that only a court can make a binding balance determination.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 9, Chapter I, Appendix, form 470-3210, dated 04/03, and destroy it.

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 22, 2005

GENERAL LETTER NO. 9-I-AP-4

ISSUED BY: Bureau of Collections, Division of Child Support Recovery, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter I, ***CASE CLOSURE APPENDIX***, Contents (page 1), revised; pages 1, 2, 29, and 30, revised; pages 31 through 35, new; and the following forms:

470-0201	*Notice of Termination of Child Support Services*, revised
470/0201	*Notice of Termination of Child Support*, revised
	Case Closure Report for Supervisory Review, revised
	DECDA Closure Error Report, new
	Deceased Party Report, new
	NSOR & NSOR1 Case Closure Report, new

Summary

This appendix is revised to:

- Update the descriptions and forms 470-0201, *Notice of Termination of Child Support Services*, and 470/0201, *Notice of Termination of Child Support*, with the current versions.
- Update the description and example of the *Case Closure Report for Supervisory Review* report.
- Add descriptions and examples of the following reports:
  - *DECDA Closure Error Report*
  - *Deceased Party Report*
  - *NSOR & NSOR1 Case Closure Report*

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 9, Chapter I, Appendix and destroy them:

Page	Date
Contents (page 1)	September 24, 2004
470-0201	1/2001
1, 2	July 6, 2004
470/0201	1/2001
S479H26-1	No date
29, 30	July 6, 2004

Additional Information

Refer questions about this general letter to your regional collections administrator.